

BENTON METROPOLITAN PLANNING COMMISSION

620 Benton Rd.  
Bossier City, LA 71111  
Phone: 318-741-8824

**PLANNING APPROVAL**

RESIDENTIAL ( ) COMMERCIAL ( ) TELECOMMUNICATION TOWERS ( )

FOR OFFICE USE ONLY

APPLICATION FILED: _____	MPC: _____
FEE PAID: _____	TOWN: _____
PUBLIC HEARING: _____	BPPJ: _____

1. PHYSICAL ADDRESS/LOCATION OF PROPERTY: \_\_\_\_\_
2. TAX ASSESSMENT NUMBER: \_\_\_\_\_
2. EXISTING ZONING: \_\_\_\_\_
3. PROJECT DESCRIPTION: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. TOWER OWNER: \_\_\_\_\_  
 COMPANY NAME: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_
4. APPLICANT NAME: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 PHONE NUMBER: \_\_\_\_\_ ALTERNATIVE PHONE: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_
3. ACREAGE/SQUARE FOOTAGE OF ENTIRE SITE: \_\_\_\_\_
4. ACREAGE/SQUARE FOOTAGE OF LEASE AREA: \_\_\_\_\_
5. PRESENT USE OR LAST KNOWN USE OF PROPERTY: \_\_\_\_\_
6. TELECOMMUNICATION TOWER HEIGHT: \_\_\_\_\_
7. TELECOMMUNICATION TOWER TYPE: \_\_\_\_\_

BY SIGNING BELOW, APPLICANT HEREBY REPRESENTS IT HAS COMPLETED THIS APPLICATION TO THE BEST OF ITS KNOWLEDGE, INFORMATION AND BELIEF; HAS SUBMITTED ALL NECESSARY ATTACHMENTS AS SET FORTH HEREIN; AND HAS BOTH THE MEANS AND ABILITY TO DEVELOP THE PROPOSAL IN THIS APPLICATION.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
DATE

## Telecommunication Tower Submittal Documents

Completeness: The application must include all information, plans, and data as specified in the application requirements. Any required plans must be at a scale sufficient to permit a clear and precise understanding of the proposal, unless specifically required to be at a set scale.

1. Telecommunication tower development package
2. Vicinity map
3. Letter of Intent
4. Legal description of development area
5. A site plan drawn to a measurable scale showing the metes and bounds and existing features of the site including existing structures, roads, trees, and other significant natural features.
6. A map identifying the applicant's existing telecommunications facilities within the MPC jurisdiction.
  - a. The map shall include an illustration of the estimated coverage area for all existing and proposed antenna sites for the applicant and/or service provider.
7. A letter to the Executive Director stating that the system, including the antennas and associated equipment, conforms to the radiofrequency radiation emission standards adopted by the FCC.
8. Furnish a typed list of the names and mailing addresses of all property owners within **300 feet** of the subject property. Property owner's names may be obtained from the Bossier Parish Tax Assessor's Office or website.
9. Development schedule. The time schedule for the beginning and completion of development planned by the applicant in the area. If the development is planned in stages, the time schedule shall indicate the successive stages and the development planned for each stage.
10. Market information. The applicant shall furnish a written description of the market area to be served by the development, the population thereof, the effective demand for the proposed facilities and any other information describing the relationship of the proposed development to the needs of the applicable area.
11. Public need. The changed or changing conditions in the applicable area, or the metropolitan area generally, that make the proposed Planning Approval necessary and desirable for the promotion of the public health, safety or general welfare.

12. Cypress-Black Bayou Notification (if applicable): For property within the Cypress and Black Bayou Reservoirs' Zoned Area (as defined in Bossier Parish Code of Ordinances, Chapter 82, Section 82-61), please provide a copy of the notice or letter to the Cypress Lake – Black Bayou Reservoir Watershed Commission required by Bossier Parish Code of Ordinances, Chapter 126, Section 126-800.
13. If warranted by the project (as determined by the MPC), the applicant may also be asked to provide:
  - a. A letter explaining the site selection process including information about other sites that were considered and reasons for their rejection. In addition, carriers may be asked to demonstrate that facilities have been designed to attain the minimum height required from a technological standpoint for the proposed site.
  - b. Visual impact demonstrations using photo-simulations, story poles, elevations or other visual or graphic illustrations to determine potential visual impact including proper coloration and blending of the facility with the proposed site (number of copies, if applicable, to be determined by the Executive Director).
  - c. A landscape plan that shows existing vegetation, indicating any vegetation proposed for removal, and identifying proposed planting by type, size, and location.
14. The applicant or a representative must be present at Benton MPC meetings and Town Council or Police Jury Meetings, as applicable.
15. ALL OTHER REQUIREMENTS OF BOSSIER PARISH LAWS AND/OR REGULATIONS AND ALL OTHER REQUIREMENTS OF TOWN OF BENTON LAWS AND/OR REGULATIONS AND ALL THE LAWS AND REGULATIONS OF THE STATE OF LOUISIANA MUST BE MET BY ALL APPLICANTS. IT IS THE RESPONSIBILITY OF THE APPLICANT AND/OR LAND OWNER TO OBTAIN AND MEET THE LAWS OF THE STATE OF LOUISIANA, AND THE PARISH OF BOSSIER OR THE TOWN OF BENTON (WHEN APPLICABLE).